

Staff
Summary
Report



To: Mayor & City Council
Through: City Manager

Agenda Item Number 33
Meeting Date 04/08/99

SUBJECT: Award Sole Source Procurement #99-112 – Actuate Software

PREPARED BY: Donna Littrell, CPPB, Procurement Officer

REVIEWED BY: Ron Gautheir, CPPO, Central Services Manager

BRIEF: Award Sole Source Procurement for Actuate software

COMMENTS: Purchases (1004-01) Sole Source Procurement 99-112. Request to award a sole source procurement to Actuate Software Corporation for a web-based report writing tool in the amount of \$52,500.

Document Name: (990408mgtdl01) **Supporting Documents:** Yes

SUMMARY: Historical Background

The City of Tempe has successfully implemented the Peoplesoft Financial and Human Resources Management software systems. The Peoplesoft Corporation has partnered with Actuate Software Corporation to provide a Web-based report writing tool for their financial applications. The report writer is currently a separate product and can only be purchased from Actuate Software Corporation. In the future it will be bundled with the Peoplesoft suite of software. The City's need for a standard report writer for all Peoplesoft products is immediate. The Actuate software will maintain consistency and protect the City's investment with a standard report writer for all Peoplesoft products. By purchasing the Actuate report writer the City is ensuring compatibility with future Peoplesoft releases, as well as simplifying the upgrade process, thus protecting our investment.

FISCAL NOTE: Funds have been appropriated in 6497-6675.

RECOMMENDATION: It is recommended that the City Council award the sole source procurement for software to Actuate Software Corporation in the amount of \$52,500.

Approved by:

Donna Littrell
Procurement Officer

MiYoung Kim
Planning & Research Analyst

Memorandum

TO: Ron Gauthier, CPPO
Central Services Manager

FM: Rich Oesterle
Name of Department Head (Director/Chief)

March 23, 1999
Date

Management Services
Name of Department

SUBJECT: Sole Source Determination

As Head of the City Department for which the needed item(s) will be purchased, I have made a determination that only one (1) reasonable and practicable source exists to supply the required material. As such, I am authorizing the City Procurement Office to work with my Department to negotiate an acceptable contract with:

Actuate Software Corporation
Name of Supplier

Description of Item(s) to be purchased:

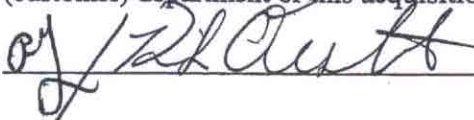
Refer to Requisition No. 170388, dated March 25, 1999 which has been transmitted to the City Procurement Office to initiate this Sole Source purchase.

My (customer) department contact for this purchase is Miyoung Kim at Ext 8358.

My Sole Source determination is based upon extensive research conducted by my department as to possible suppliers for this need and a written justification is attached for City Procurement Office records.

As related to this purchase, there are no conflicts of interest, legal, ethical or preference issues which would compromise my (customer) department or this acquisition.

Department Head's Signature



Date 3/25/99

City Procurement Ordinance 97.55, Sec. 26A-12 identifies the basis for a sole source procurement as follows:

"A purchase may be made or contract awarded by the procurement office without competition when the using department director determines in writing, after conducting a good faith review of available sources, that there is only one reasonable and practicable source for the required material or service. The using department requesting the sole source procurement shall provide written evidence to support a sole source determination. The procurement officer will participate with the using department in the conduct of negotiations, as appropriate, to price, delivery and terms. The procurement officer may require the submission of cost or pricing data in connection with a purchase or award under this section. Sole source procurement shall be avoided, except when no reasonable alternative sources exist. A record of sole source procurements shall be maintained as a public record."

Request for Sole Source

Technical Justification:

The City uses PeopleSoft software for its financial and HR management systems. The PeopleSoft Corporation has partnered with Actuate Software Corporation to provide a Web-based report writing tool for their financial applications. The report writer is currently a separate product and can only be purchased from Actuate. In the future it will be bundled with the PeopleSoft suite of software, however the City's need for the report writer is immediate. In order to maintain compatibility with PeopleSoft and ensure future compatibility we must purchase this report writer from Actuate. They only sell it direct.

Why is it important and what will the City gain?

We need to maintain consistency and protect our investment by having a standard report writer for all PeopleSoft products. By purchasing the Actuate report writer the City is ensuring compatibility with future PeopleSoft releases, as well as simplifying the upgrade process, thus protecting our investment.